

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**POLICE CADET I**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Police Cadet I is the first and entry level in a two level Police Cadet series. Incumbents are responsible for performing a wide variety of police support tasks, including responding to non-emergency calls for service, assisting in traffic and parking control, managing records or evidence, processing prisoners and registrants, and staffing public counters and telephones. Incumbents may be assigned to any shift including nights, weekends and holidays. This is a training class in which incumbents do not achieve permanent status in the classified service as defined in the Fresno Municipal Code.

The Police Cadet I is distinguished from the Police Cadet II who may be attending or has completed a California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy.

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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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QUENCY**

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1. Assists Police Department Personnel with non-emergency duties, which may include: dispositioning evidence; transporting evidence to and from storage locations; receiving and processing bicycles that have been booked into evidence; purging and destroying evidence upon expiration; controlling traffic at accident scenes or special events; processing the booking of evidence and/or property; gathering prisoner processing information; assisting with gathering evidence at crime scenes; and/or, performing other related activities.
2. Preparing and maintaining a variety of logs, records, paperwork, and reports related to daily activities.
3. Answers non-emergency calls for service and provides appropriate information, follow-up, and/or dispatching of officers; Receives and responds to inquiries from citizens; gives general assistance and direction as appropriate.
4. May complete and prepare field reports, in a non-hazardous setting, related to the commission of crimes against property and persons; May assist with the collection and preservation of evidence.
5. Inspecting patrol vehicles to ensure proper working order and the availability of applicable equipment.
6. Gathers and compiles statistical data; disseminates results to appropriate department staff.

Daily  
60%

Daily  
15%

Daily  
10%

Daily  
5%

Daily  
5%

Monthly  
5%

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7.	Performs other duties of a similar nature or level.	As Required
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#### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and minimum 18 years of age are required; ~~x~~
- OR
- ~~v~~ Qualifying incumbents are expected to obtain full-time permanent employment within the Fresno Police Department within 4 years (48 months) from the time of appointment. Failure to do so is cause for termination from the program as outlined in the Fresno Municipal Code. ~~v~~ ~~x~~

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**Deleted:** or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Deleted:** Employment in this classification is limited to 48 months.

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#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Office procedures, principles, practices and equipment;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices;
- City streets.

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**Skills** (position requirements at entry):

Skill in:

- Providing customer services
- Dealing tactfully with difficult people both telephonically and in person
- Remaining calm in stressful and emergency situations
- Safely operating and maintaining applicable tools and equipment
- Safe operation of motor vehicle
- Operating a variety of equipment and systems utilized in emergency service dispatch activities.
- Reading and comprehending maps
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007